

Attachment A: Services by Consultant
Professional Services Agreement
City of Kirkland
August 5, 2015

Consultant agrees to:

- Develop legislative concepts/language and legislative agenda in conjunction with the City's Legislative Committee, City Manager and Intergovernmental Relations Manager.
- Develop agenda and assist with materials for Mayor's pre-session legislative breakfasts/coffees.
- Participate in Mayor's pre-session legislative breakfasts/coffees.
- Participate in weekly City Legislative Committee meetings via conference call on legislative priorities and specific issues to review, analyze and develop strategies.
- Provide general education and insight on the Governor's office and state legislature, and specific or potential impacts on the City of Kirkland.
- Provide information on delegation members' priorities and committee assignments.
- Provide regular weekly written reports (due Friday's), in a mutually agreed to format to the City during session to include: detailed updates on priority agenda items; a weekly schedule of relevant upcoming legislative hearings; bill tracking; and reporting information for all legislation determined by staff to potentially impact the City.
- Coordinate meetings with legislators and with Governor and agency staff.
- Coordinate and/or participate in meetings with other stakeholders with similar interests (Association of Washington Cities, etc) prior to and during session.
- Finalize drafting and work with drafting amendments and budget provisos as they change during the legislative process.
- Coordinate an executive branch strategy as needed depending on legislative agenda items.
- Assist the City with creating effective, consistent and coordinated communications with the state delegation, including assisting with draft written correspondence.
- Facilitate legislation sponsorship and introduction in both the House and Senate as needed.
- Seek bill assignment to favorable committees for review.
- Endeavor to get legislation heard before each relevant committee, and coordinate testimony before various committees.
- Advise city officials and staff on interaction with legislative and executive branch via phone and e-mail.
- Present legislative issues to the full City Council as needed/upon request. (Council meetings are generally held on the 1st and 3rd Tuesday's of each month.)
- Communicate with agency officials to ensure clear communication and support.
- Monitor opposition activities designed to prevent or unfavorably alter City legislation, and take appropriate action to ameliorate opposition.
- Work with chairs and committee members to ensure legislation isn't altered (or is altered per the City's wishes) before passing out of committee.
- Work with leadership, Rules Committee members, and leadership staff to move bills out of the Rules Committees and achieve floor action.
- Research and provide information on state funding opportunities.
- Work with the City to maximize its capital programs applications.
- Work on budget items in any of the three budgets – operating, capital and transportation as determined within the legislative agenda.
- Timely and accurate information on appropriation timelines and various deadlines throughout the appropriation process, including information on funding levels.
- Guidance and status reports on the City's appropriation requests.
- Provide an end-of-session summary report of proactive and defensive achievements.